

TOWN OF TOPSFIELD  
Topsfield Board of Health  
Meeting of Thursday, February 28, 2008  
Topsfield Town Hall

7: 38 PM – With a quorum present the meeting was called to order  
William Hunt, Chair; Michael Waltermire; Vincent Guerra;  
Not Present: Sheryl Knutsen; Deborah Colbert  
Also Present John Coulon, Health Agent; Catherine Tinsley, Minutes Secretary

Abbreviations used:  
BOH- Board of Health  
USGS – United States Geological Survey  
CoC- Certificate of Compliance  
TVSC – Topsfield Village Shopping Center  
LUA – local upgrade approval

## **APPOINTMENTS**

### Bernina Sewing Workshop – TVSC – Stefanie Julien

The BOH recognized a letter from Stefanie Julien requesting the approval of the TBOH for a sewing workshop (store) in the TVSC. The letter outlined her intention with the use of the property to sell and service sewing machines, and operate her interior design business. After the septic is resolved, she intends to hold sewing classes. Ms Julien told the Board that there will be one to three employees and she expects to open the beginning of May 08.

The Board reviewed the details regarding the septic system and possible delays.

Mr. Hunt responded to Ms. Julien saying that the position of the Board is that there have been years of talking about the repair of the TVSC septic system but it has yet to be completed.

The TBOH identified that as a Board, they have no issue with this type of business.

*Mr. Waltermire made a motion to adopt the letter from Stefanie Julien detailed as proposed dated February 11, 2008. The motion was seconded and CARRIED UNANIMOUSLY.*

### 126 Main Street, Local Upgrade Approval (Map 25, Lot 2), Susan Adams (Executor of the property) Jerry McDonald H.L. Graham Associates, Inc.

Mr. McDonald stated that the system at 126 Main Street is going to be sold and the septic system is in need of repair. He told the TBOH that the upgraded system has been kept toward the back of the property. A new 1500gallon /two tank compartment is slated to be used; a pump will not be necessary. He noted that because this is a small lot he is requesting a variance for the one foot reduction,

Mr. McDonald reviewed the plan in detail with the BOH noting that this is an innovated system which provides a 30 -35 % reduction in size compared to a regular system.

He also informed the Board that the Conservation Commission has scheduled a site walk due to the wetlands in the area but that the plan meets the requirements with a small amount of grading within the 50 foot wetlands buffer zone.

*Dr. Guerra made a motion to approve the variance as submitted. The motion was seconded and CARRIED UNANIMOUSLY*

### Beverly Hospital Community Needs Assessment Project – Alec McKinney – John Snow, Inc. JSI

Mr. McKinney identified that Beverly Hospital has contracted with JSI to conduct a Needs Assessment Survey.

He explained that this is a survey which is distributed through the mail to randomly selected homes on the North Shore to help identify health issues and concerns.

Mr. McKinney identified that starting in June; a series of public presentations will be held in the communities.

He asked for the support of the Board and to encourage residents to participate.

The timeline was identified as the survey's being sent the third week in March to be returned in April, with the results distributed in June.

*The BOH withheld official action until the absent members are present.*

#### Derek Fullerton, Public Health Director, Middleton – Exploring the possibility of a shared tri-town public health nurse (Topsfield, Middleton, Boxford) - Proposal regarding transition of a public health

Mr. Fullerton identified that Middleton has budgeted \$6600 to hire Visiting Nurse Association (VNA) services, particular to the wellness clinics, food clinic, and communicable disease.

He explained that he is suggesting a shared public health nurse with Middleton, Topsfield, and Boxford.

He explained in detail about reimbursements to the town by setting up programs i.e. public nurse vs. base core services.

Medicare reimbursements were a part of the discussion, but it was noted that the VNA does not assist the town with this process.

With the tri town shared public nurse, a more attractive position can be created without increasing the town's budget.

Regionalization services were emphasized as cost savings. Middleton is preparing to contribute for an eight hour position. Each community can participate at their own level; there is no fiscal host.

The BOH noted concern of the additional responsibility to the town without the service of the VNA.

Mr. Fullerton noted that the town will incur some additional cost to cover costs associated with benefits.

He said that Boxford is supportive of this proposal.

It was identified that The Town of Topsfield has commitment of \$8,700 to the VNA for services.

The Board was receptive to this proposal.

Discussion will continue with the other two board members present.

### **HEALTH AGENT'S REPORT**

#### Massachusetts Public Health Regionalization update

Mr. Coulon updated the BOH regarding the recent meetings for Public Health Officials.

This included subjects such as public health and safety issues, emergency preparedness, regulations of services, and various approaches to privatizing, regionalizing, and improving services.

They further discussed the shared public nurse proposal as a part of the regionalization topics as presented to the Health Agent at the recent meetings.

#### Current schedule of non-fair events at Topsfield Fair grounds – 2008

The BOH reviewed the tentative schedule dated 2-7-08. It was noted that this is subject to change.

#### Massachusetts Emergency Management Agency (MEMA) 2-1-1 News Release

The Board talked about MEMA's news release proposing to add 2-1-1 as a permanent non emergency phone number to reduce the number of non emergency calls to 911.

#### Pertussis Case in Topsfield (Whooping Cough)

Mr. Coulon identified that the BOH office was notified that a case of "whooping cough" was diagnosed at the Proctor School; the school nurse issued a letter of notice to the parents.

Mr. Coulon went to the school and spoke to the Nurse. He will help if needed.

#### Attempt at Permitted Beaver Control

Mr. Coulon reviewed that the Highway and Water Superintendents applied to the BOH for an emergency beaver trapping permit. The Health Agent made a town tour with the Highway/Water Superintendents to areas identified in the application as hazardous; specific criteria must apply to the situation, Mr. Coulon identified this criteria and the following areas; Ipswich/Route 1; North Street well fields; Hoods Pond, off Pond Street; Wilmer Road; Perkins Row, well field; area's that need to be addressed, have been surveyed. Mr. Coulon is keeping the Conservation Administrator informed.

Currently, only trapping is being done.

## **OLD BUSINESS**

Review and approve April 07, December 07, January 08 Meeting Minutes

*Mr. Hunt made a motion to accept the meeting minutes of April 2007 and December 2007. The motion was seconded and carried unanimously.*

*Mr. Hunt made a motion to table the minutes of January 2008 until reviewed. The motion was seconded and carried unanimously.*

## **NEW BUSINESS**

VOTE: Mass Audubon/Ipswich Wildlife Sanctuary request for fee (\$125) waiver on food permit for 2008.

The Board discussed this request and reviewed their previous discussion to limit fee waivers.

The Health Agent supported this waiver saying that they are a responsible applicant.

The Board reviewed the previous discussion to limit fee waivers according to the criteria; timely applications, (not for after fact filings), risk to the public, 501C3 corporation, good compliance history, and Health Agents time (inspections, phone time).

*Mr. Hunt made a motion to grant the waiver according to the criteria. The motion was seconded and CARRIED UNANIMOUSLY.*

VOTE: Establish fee for Residential Kitchen permit (to dispense food from a residential kitchen) the Health Agent recommended an annual fee of \$25.00.

*Mr. Waltermire made a motion to adopt an annual fee of \$25.00 for a Residential Kitchen Permit. The motion was seconded and CARRIED UNANIMOUSLY.*

VOTE: Invitation from the Main Street Foundation to the TBOH to participate in the Topsfield EXPO, held at Proctor School Cafeteria, March 29, 2008

The Board supported an informational table. Members were asked to volunteer to spend time at the table.

VOTE: The Main Street Foundation request for food permit fee waiver for Topsfield EXPO, held at Proctor School Cafeteria, March 29, 2008

*Dr. Guerra made a motion to waive the permit fee as requested. The motion was seconded and carried unanimously.*

## Discuss proposed Annual Report

*Mr. Hunt made a motion to table this until the next meeting. The motion was seconded and carried unanimously.*

Mr. Coulon requested suggestions for the annual report be emailed to his office.

## **CORRESPONDENCE**

DEP approval with conditions of the capping of the town landfill – Mr. Coulon said that the DEP approves the plans conditional upon steps being done or maintained. Wesson and Sampson is working on this plan.

## **FINANCIALS – Withdrawn from the agenda.**

***10:03 PM– Mr. Waltermire made a motion to adjourn and it was unanimous to do so.***

Respectfully submitted by  
Catherine Tinsley

*Approved as written at the March 27, 2008 Board of Health Meeting.*